



DEPARTMENT OF THE NAVY  
COMMANDER NAVY REGION SOUTHWEST  
937 NO. HARBOR DR.  
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1750.8C  
Code N008  
20 OCT 2000

COMNAVREGSW INSTRUCTION 1750.8C

Subj: SAN DIEGO AREA OMBUDSMAN ASSEMBLY

Ref: (a) OPNAVINST 1750.1D  
(b) OPNAVINST 1306.2  
(c) OMBUDSMAN TRAINING GUIDE

1. Purpose

a. To establish a San Diego Ombudsman Assembly (SANDOA) consisting of representatives from military communities in the area and to assist in the facilitation and coordination of family Quality of Life issues and the Ombudsman Program for the San Diego area.

b. To provide a forum for all Ombudsman assemblies to have direct input/access to the Regional Customer Advisory Board (RCAB).

c. To provide a means to share information between area Ombudsman assemblies and function as a means of communication between military families throughout the San Diego area, Navy leadership, and local community family support systems.

d. To assist in the standardization and expand the availability of new and follow-on Ombudsman training programs.

e. To identify a group to represent area military families during fact finding visits to San Diego of senior military and Department of the Navy/Defense officials.

f. To publicize the assistance and/or referral services that are available in the San Diego Area.

2. Cancellation. COMNAVBASESANDIEGOINST 1750.8B

3. Background. The importance of the Navy family as an integral part of the Navy team is well established. References (a) through (c) outline policies for the Command Family Ombudsman Program and direct each Commander/Commanding Officer

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to select an Ombudsman from Navy spouses within their command. Reference (a) also directs Base Commanders to establish procedures to assist the Ombudsman's so they may be most effectively utilized. Regional Customer Advisory Board recognized the need for an Ombudsman forum to assist in the performance of its duties, that benefits of the military families in the San Diego Region, and appointed Commander, Navy Region Southwest as coordinator.

#### 4. Organization

a. San Diego Ombudsman Assembly (SANDOA): All San Diego Navy Force Ombudsman or their equivalents are encouraged to participate as members of the San Diego Ombudsman Assembly. This Assembly will meet quarterly at the Commander, Navy Region Southwest, San Diego headquarters.

b. The mission of the Assembly is to provide area Ombudsman a forum for direct communication with the Regional Customer Advisory Board on issues affecting military families. The Assembly will facilitate dissemination of information concerning areas of interest, provide new policy clarification and highlight areas of mutual concern.

c. The Commander, Navy Region Southwest Ombudsman will attend meetings, Ombudsman Assembly, Force Assemblies, Special Focus Groups, Luncheons with VIPs, and sit on AIR/SURF/SUB PAC assemblies as an advisor and any other meeting as the Commander may direct.

d. The San Diego Ombudsman Assembly consists of the following regular standing members:

(1) Navy Region Southwest, Regional Master Chief

(2) Navy Region Southwest, Director, Religious Programs

(3) Force Ombudsmen, Surface Force Pacific (SURFPAC), Air Force Pacific (AIRPAC), Ombudsman, Commander Third Fleet (COMTHIRDFLT), Submarine Pacific (SUBPAC) West Coast Rep, Special Warfare Command (SPECWARCOM), Training Command Pacific (TRAPAC), Naval Medical Center San Diego.

(4) Force Master Chiefs Surface Force Pacific (SURFPAC), Air Force Pacific (AIRPAC), Submarine Pacific (SUBPAC) West Coast Rep, Special Warfare Command (SPECWARCOM), Training Command Pacific (TRAPAC).

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e. Associate members: Subject matter experts who can be called upon to answer technical questions and resolve problems.

(1) Family Service Center Representative

(2) Patient Affairs representative from Naval Medical Center San Diego

(3) Navy/Marine Corps Relief Society Representative

(4) Red Cross Representative

(5) USO Representative

(6) ASYMCA Representative

(7) NEXCOM Representative

f. The Assembly is not a policy-making body and in no way will interfere with the individual Force/Command Ombudsman (Program) relationship. Specifically, the SANDOA will not be involved in the selection, appointment or training of the Command Family Ombudsman.

## 5. Action

a. Commander, Navy Region Southwest Regional Master Chief shall attend SANDOA meetings and serve as liaison between SANDOA, Force Master Chiefs, Station/Installation Command Master Chiefs and the Commander, Navy Region Southwest. The Regional Master Chief shall:

(1) establish and update a regional SANDOA instruction;

(2) serve as coordinator of the San Diego Ombudsman Assembly,

(3) schedule meetings and disseminate minutes; and

(4) provide administrative support for the SANDOA.

b. The President of the San Diego Ombudsman Assembly shall be appointed in writing by the Coordinator and shall chair SANDOA meetings and appoint chairpersons for committees when necessary.

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c. Navy Region Southwest Director, Religious Programs shall attend San Diego Ombudsman Assembly meetings; serve as Liaison Officer to the Commander; and provide support as requested.

6. Meetings

a. SANDOA shall meet quarterly unless otherwise directed on the second Wednesday of each quarter at 1900 in the Commander, Navy Region Southwest conference room.

b. Special meetings shall be called by the SANDOA President. A quorum will consist of a majority ( $1/2 + 1$ ) of the voting members present.



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Deputy and Chief of Staff